

**INSTRUCTIONS  
FORM 16  
SATISFACTION OF JUDGMENT**

**WARNING!**

*ALL PARTIES TO A GARNISHMENT ARE STRONGLY URGED TO OBTAIN LEGAL ADVICE FROM AN ATTORNEY. Garnishment procedures are governed by Arizona law and are extremely complicated. All parties involved must follow these laws and procedures correctly. The Court may issue an order for monetary penalties against any party who does not proceed properly, including the judgment creditor.*

**USE FORM 16 IF:**

- You are the judgment creditor or you represent the judgment creditor, and the judgment you sought to collect through garnishment has been paid in full or otherwise satisfied.

**TO COMPLETE FORM 16 YOU WILL NEED:**

- Information on the Writ of Garnishment and Summons.

**HOW TO COMPLETE FORM 16:**

TYPE OR PRINT NEATLY USING **BLACK INK**. Match each numbered item in the instructions with the same numbered item on the Satisfaction of Judgment.

- (1) Type or print the name, mailing address and phone number(s) of the person filing this form. If you are representing yourself in this matter, check the box before "Self." If you are representing a party to this action but you are not an attorney and you are permitted by law to do so, check the box before "Other."

*Lines 2 through 8 are known as the **caption**. You must complete this portion if not already filled in.*

- (2), (3) & (4) Check the appropriate box that identifies the Court in which you are filing this Satisfaction of Judgment, which will be the same Court in which the other documents for this garnishment have previously been filed.
  - (2) If you checked this box, type or print the name of the Justice Court precinct in which you are filing this Satisfaction of Judgment and the name of the county in which the Court is located.
  - (3) If you checked this box, type or print the name of the city or town in which you are filing this Satisfaction of Judgment and the name of the county in which the Court is located.
  - (4) If you checked this box, type or print the name of the county in which the Court is located.
- (5) Type or print the petitioner/plaintiff's name as it appears on the Writ, mailing address and phone number(s). Check the box indicating whether this party is the judgment creditor or judgment debtor, as shown on the Writ.
- (6) Type or print the respondent/defendant's name as it appears on the Writ, mailing address and phone number(s). Check the box indicating whether this party is the judgment debtor or judgment creditor, as shown on the Writ.
- (7) Type or print the garnishee's name as it appears on the Writ, mailing address, phone number(s) and attorney (if known).

- (8) Type or print the case number appearing on the Writ.
- (9) Date and sign your name where indicated.
- (10) Complete the information in this box indicating the date and manner in which you will provide a copy of this form to the judgment debtor.
- (11) Complete the information in this box indicating the date and manner in which you will provide a copy of this form to the garnishee.

**WHEN YOU HAVE COMPLETED THE SATISFACTION OF JUDGMENT:**

- ✓ Follow the steps on the Process Checklist.